



Department of Housing and Community Development

February 1, 2008

NOTIFICATION OF VACANCY

**STATE BUILDING CODES ADMINISTRATOR
(Architect/Engineering Manager II)**

POSITION #00247

LOCATION:

**DHCD
501 N. 2ND STREET
RICHMOND, VA 23219**

HIRING RANGE:

\$75,000 - \$84,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking a State Building Codes Administrator to work from our Richmond location. The selected candidate will supervise a professional staff and provide leadership on building code, industrialized/modular building and manufactured housing issues; promote uniformity of code administration and application statewide; and organize, direct and control the management of the regulatory and enforcement programs by the State Building Code Administrative Office and the eleven (11) third-party Compliance Assurance Agencies approved in Virginia. In addition, provide technical assistance, inspections and plan review services for state agencies, state colleges and universities and local building officials.

QUALIFICATIONS GUIDE:

Comprehensive knowledge of management of building related administration, inspection and enforcement programs; federal and state building codes and regulations; principles of building design, engineering, construction, industrialized/modular buildings and manufactured homes. Comprehensive knowledge and demonstrated ability to manage, plan, direct and supervise a diverse professional staff; to manage office budgets; and to manage diverse and complex programs for complex clients' needs. Strong interpersonal and leadership skills to promote teambuilding within the unit, division, department and client groups. Demonstrated ability to communicate effectively both orally and in writing and to make formal complex, technical presentations to organizations and professional groups at local, state and national levels; to negotiate sensitive issues; to research, organize, write and publish technical materials; to design and conduct training workshops; to read, interpret and apply state and federal mandates, legal opinions and regulations; to operate a PC and corresponding software to manage program data and produce reports; and to prioritize and coordinate multiple, complex and sensitive assignments. Graduation from college or university with a Bachelor's degree in a building and structure related engineering, fire protection engineer and architecture discipline or construction management or related field preferred. Master's degree in public administration, business administration, management, or building related field desirable. Supervisory experience required. Prefer progressively responsible experience in administration and management of code enforcement programs, industrialized buildings, manufactured housing or related fields. Equivalent combination of experience and training will be considered in lieu of education. Certified Building Official (CBO), Certifications in building and fire protection inspections and plan review preferred; or during tenure of employment, the selected candidate must be able to obtain certifications. Professional engineer or registered architect desirable. Valid driver's license required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov>. THIS POSITION IS OPEN UNTIL FILLED.

*For additional information please contact our Human Resource Office, at (804) 371-7000
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